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**From:** AccardiDey, AmyMarie [AmyMarie.Accardi-Dey@wsp.com]  
**Sent:** 7/21/2020 11:01:54 AM  
**To:** Kandil, Shereen [Kandil.Shereen@epa.gov]  
**CC:** Smeraldi, Josh [Smeraldi.Josh@epa.gov]; Warner, Leonard [len.warner@wsp.com]; Franklin, Elizabeth A CIV USARMY CENWK (USA) [Elizabeth.A.Franklin@usace.army.mil]; Rychlenski, Ann [Ann.Rychlenski@wsp.com]  
**Subject:** Getting Ready to Print Riverside CIP and Flyer  
**Attachments:** 2020-07-17-Riverside\_Public\_Meeting\_flyer (English).pdf; 2020-07-20-Riverside\_Final CIP\_LBUS.pdf; 2020-07-20-Riverside\_Public\_Meeting\_flyer (Spanish).pdf

Shereen – I will be coordinating with the printer today (Tuesday) to print the Riverside CIP and the Announcement Flyer. I wanted to confirm a few things with you:

1. Please confirm the web address for the Virtual Meeting and the conference call number in the announcement flyer (see attached).
2. The announcement flyer will be printed double-sided (English on one-side and Spanish on the other). We are planning on printing approximately 150 flyers that will be mailed to our local contacts for distribution. Do you want any of the flyers mailed to you?
3. WSP has an electronic email contact list (a copy of this list was sent to EPA on July 16). Please confirm that you would like WSP to electronically send the announcement flyer to these contacts.
4. I am printing 6 copies of the Riverside CIP for you (see attached). Document will be printed in color with a saddle-stitch bind. Where do you want them shipped since the EPA office is closed?
5. Regarding the Fact Sheet, please let us know if you would like the Fact Sheet printed and distributed. If yes, we need to get on the phone and discuss the printing options because the Fact Sheet is currently 3 pages long (odd number of pages). We have two options (each one has pros and cons). Option 1: Print and use a staple – easiest approach but staples cause problems when stacking paper. Option 2: Print on larger paper and fold – easier to stack but there is lots of unused paper. This topic would be easier to discuss on the phone.

Regards  
AM

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